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250963

25 September 1963

MEMORANDUM FOR: Chief, Psychiatric Staff

SUBJECT: Position Descriptions *W/O ATT*

1. A review of Medical Staff Position Descriptions have recently been completed. Descriptions of the following positions in your staff do not exist:

<u>Position No.</u>	<u>Position Title</u>	<u>Incumbent</u>
111	Med Off (Psych)	
89(2)	GSM-15	
109	Secy-Steno	
	GS-6	

25X1A9a

2. It is requested that descriptions for these positions be completed. A copy will be retained in the Support Division, Medical Staff and the original forwarded to the Salary and Wage Division, Office of Personnel.

3. For your guidance, please find attached position description which may help in the preparation of these.



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Personnel Officer
Medical Staff

Enclosure:
As stated above
MS/SD/MJF:cac
Distribution:
Orig & 1 - Addressee
1 - SD/MS
1 - SD/MS Chrono

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ORIG COPY		39	01C
THIS CLERK	22	2011	

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